

## Office of Ethnic Affairs - Event Calendar Guidelines

[www.ethnicoffice.gov](http://www.ethnicoffice.gov)

The Office of Ethnic Affairs provides a listing of statewide and other government agency events that correspond to the mission of the Office. Please note that this list is not inclusive of all events held in the state.

The Office of Ethnic Affairs will consider listing events that meet the following criteria:

1. State of Utah government agency events (e.g. board and commission meetings, health department, department of public safety).
2. Events sponsored by the state of Utah government.
3. Events sponsored by non-profit organizations, which promote cultural awareness (e.g. arts, celebrations) or educational oriented (e.g. workshops, forums, conferences).
4. The following information is required and must be submitted in a timely manner (five working days advance notice) to the calendar administrator:

Date

Time

Event Category (e.g. arts, celebration, workshop, conference)

Title

Location (Venue) and Address (Street, City)

Contact Name

Contact Phone

Sponsor

To enter your event, go to the "events calendar" section on our web site. Go to the tabs (day, week, month, search, update) and click "**update**".

Enter the following user name and password to login to the calendar.

User id: public

Password: public

Events submitted will not be included in the events list until approved by the calendar administrator. Events submitted as requested (see #4.) will be posted within two working days.

The Office of Ethnic Affairs events calendar is maintained by DCC to post events that correspond with the mission of the department. Events that are submitted and meet the department's policy for listing in the calendar will be posted. Event requests deemed to be associated with illegal, fraudulent or malicious activity, partisan political activity, or religious promotion will not be considered.

The Office of Ethnic Affairs provides links to other community calendars under our "frequently asked question" page, cultural and education events tab, which may serve as another option for event listings.